



Leicester Public Schools



Food Service Department

964 Main Street Leicester, MA 01524 Telephone: (508) 892-7036 X 5224
www.leicester.k12.ma.us

Dear Parent/Guardian:

January 27, 2024

The Leicester Public School Nutrition Program regulations require that meals offered in the schools meet the meal patterns identified in the program regulations. Food substitutions may be made for medical or special dietary needs on a case-by-case basis if supported by a statement signed by a recognized medical authority. A recognized medical authority may include physicians, physician assistants, or nurse practitioners.

The attached Authorization for Meal Modification form contains the required information needed to accommodate your child. To ensure the requested meal modifications can be made on the first day of school, return the completed medical statement by August 21st to your school nurse or to the food service office at 964 Main Street, Leicester, MA 01524.

If you are submitting a request for meal modification at a time other than the beginning of the school year, it will take approximately 5 school days from the time the request is received by the School nurse until it can be implemented. Be sure you sign on the parent/guardian signature line.

Your child's health is very important to us. The School Nutrition Program utilizes The Offer vs. Serve meal service at our elementary, middle and high schools (Pre-K not included). This means your child may be able to make choices for his/her meal and choose something else he/she is not allergic to. We will make every attempt to accommodate your child's dietary needs; however for a student who does not have a recognized disability, the meal must meet the reimbursable meal pattern. Furthermore, the only fluid cow's milk substitutions allowed by USDA are: (1) lactose-free fluid cow's milk or (2) a non-dairy beverage with a nutrient profile equivalent to fluid cow's milk as specified in federal regulations.

Parents and students are able to view the menus on the Leicester School System web page and our elementary children also receive a copy to review monthly and make accommodations for meals from home. The attached form will stay on file until we receive written notification from the parent to remove. I look forward to working with you and your child. If you have questions or need assistance, please feel free to call Mr. Barry Sbordy, Director Food Service, at 508-892-7036 X 5224 or email at sbordyb@lpsma.net.

Sincerely;

Barry Sbordy

Barry Sbordy
Director, Food Service



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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.